

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

CNRJ-N13-07-15

募集締切日：

Closing Date

30 Sep 15

発行日：

Date of Issue

10 Sep 15

1. 職種名 Job title (等級 Grade 7 / 語学等級 LD 4)

Employment Specialist, #395

(雇用専門職)

Acceptable trainee level (採用可能見習い等級): 1-5

☒ 事務系

Administrative

☐ 技能系

Blue Collar Trade

☐ 保安系

Security

☐ 医療系

Medical

募集人数

No. of
Recruitment

1 名

4. 募集範囲 Area of Consideration

I. ☒ 現 MLC/IHA 従業員 (部隊内)

Current MLC/IHA Employee within Activity

II. ☒ 現 MLC/IHA 従業員(通勤圏内)

Current MLC/IHA Employee in commuting distance

III. ☒ 現 MLC/IHA 従業員(全在日米軍)

Current MLC/IHA Employee Japan Wide

IV. ☒ 外部 Off Base Applicant

2. 部隊 Activity

Commander, Navy Region Japan

Civilian Human Resources Office (N13)

JN Employment and Classification Division (N132)

勤務場所 Working Place: Tomari-cho, Yokosuka

3. 勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: 5 days a week (Monday through Friday)

勤務時間・休憩 Work Hours: 0800-1645 Recess Period: 1200-1245

☐ 夜勤 Night Shift☒ 残業 Overtime☒ 出張 Business Travel

5. 雇用の種類 Type of Employment

☒ MLC☐ IHA☐ HPT☒ 常用 Permanent☐ 限定 Limited Term (カ月 Months)

6. 職務内容 Duties

Conducts job analysis and ensures accurate job requirements are reflected in vacancy announcements, and determines eligibility/qualifications of the job applicants. Serves as a senior specialist and final reviewer of all personnel action documents involving recruitment, placement, reassignment, promotion, separation, etc. of assigned major activities to ensure they are administering MLC/IHA personnel in compliance with labor policies, MLC/IHA and other applicable directives. Applies analytical and diagnostic methods and techniques to identify and resolve interrelated employment and placement problems as well as keeping the supervisor informed of such problems and outcomes. Advises servicing activities' officials on the methods to recruit MLC/IHA employees in compliance with local labor policies, MLC/IHA and other applicable directives. Assists them in special recruitment methods for hard-to-fill positions (i.e., PESO process; job fair; local newspaper advertisement, etc.) As a senior classifier, independently assists servicing activities' officials by classifying positions including highly technical, professional or managerial MLC/IHA positions. Conducts desk audits and prepares audit/evaluation reports. Provides advice and assistance on proper position management methods and principle to organize positions. Takes leads on special projects (i.e., realignments; outplacement; job fair; classification survey; development of new job definition; conducting Navy-wide classification consistency review, etc.) Conducts classroom training or briefings to both Military/USCS and MLC managers/employees to provide information on MLC/IHA staffing and classification.

7. 資格要件／身体条件 Qualification/Physical Requirements

- a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, or Doctorate Degree in accredited Graduate School in a related field may qualify him/her at 1-7 level.
- b. Knowledge of a wide range of rules, laws and regulations, policies, and practices pertaining to personnel management.
- c. Skill in studying job requirements and determining basic eligibility/qualifications of job applicants.
- d. Skill in researching and studying organizations and positions, analyzing, and determining the most applicable classification (position title & grade) of the position and/or recommend options and solutions.
- e. Skill in written and oral communication in a professional manner to prepare and present findings and recommendations, develop and provide program training, prepare instructions, etc.
- f. Ability to speak, read, and write English at exceptional proficiency level. (LD 4)
- g. Ability to speak, read, and write Japanese at native level.

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, or Masters Degree in a related field may qualify him/her at 1-6 level.

1-5: a. One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work, or completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

*Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☒ 特段の能力
Exceptional

学歴 Educational Background : See blocks 7 & 8 免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8. 提出するもの Application and Associated Documents**職務状況**

Working Condition

- *☒ 空席応募用紙 Application for Vacancy Announcement
- *☒ 専門職務経歴書 Resume of Specialized Work Experience
- *の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
- ☐ 運転免許証の写し Copy of Driver's License
- ☐ 修了証／証明書の写し Copy of Certificate
- ☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
- ☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先：

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。

Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : CNRJ HRO

軍電 (DSN) 243-8155

PD No.: CNRJ-N132-009

PD is accurate and current. Certified by Activity: JO

HRO: kw 9/9

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。